

IPEDS Web-Based Data Collection, Winter 2006-07
Edit specifications for the Human Resources Component

Screening questions

Responses to screening questions determine whether or not particular sections/parts of the Human Resources (HR) Component need to be completed. The HR screening questions, which are listed below, must be answered.

◆ **Does your institution have any part-time staff?**

*If you answer **Yes** to this question, you will be provided the screens to report part-time staff in the **Employees by Assigned Position (EAP)** and **Fall Staff** sections.*

NOTE: The following screening question is applicable to degree-granting institutions only.

◆ **Do ALL of the instructional staff at your institution fall into any of the following categories?**

*If you answer **Yes** to any of the questions below, the **Salaries** section is **NOT** applicable to your institution and you will **NOT** be required to report data for the **Salaries** section.*

- Are ALL of the instructional staff military personnel?
- Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
- Do ALL of the instructional staff teach pre-clinical or clinical medicine?

NOTE: The following screening question is applicable to degree-granting institutions only.

◆ **Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2006 either for the first time or after a break in service AND who were still on the payroll of the institution as of November 1, 2006? (Exclude persons who have returned from sabbatical leave OR full-time staff who are working less-than-9-month contracts/teaching periods and whose primary responsibility is instruction, research, and/or public service.)**

*If you answer **Yes** to this question, you will be provided the screens to report full-time permanent new hires in the **Fall Staff** section (long version), **Part L**.*

Employees by Assigned Position (EAP) section

NOTE: The medical school pages of EAP are applicable to institutions with M.D. and/or D.O. programs only.

Part A (full-time staff)

The **subtotal** of each primary function/occupational activity (row) is automatically generated based on the sum of staff reported in the faculty status and without faculty status categories for each row.

Part B (part-time staff)

The **subtotal** of each primary function/occupational activity (row) is automatically generated based on the sum of staff reported in the faculty status and without faculty status categories for each row.

(Graduate assistants are not included in the subtotal.)

For IPEDS purposes, **graduate assistants** are considered part-time staff only. **Graduate assistants** are not included in the subtotals, but are included in the grand total of all staff reported in EAP.

Part C (total number of staff - sum of Part A (full-time staff) and Part B (part-time staff))

The **grand total** of staff for EAP is the sum of all full-time (Part A) and part-time (Part B) staff.

◆ Relationship between the EAP and Salaries sections

The total number of Primarily instruction and Instruction combined with research and/or public service staff reported on the full-time non-medical page in EAP MUST be reported in the Salaries section.

Example: If two staff members are reported on the full-time non-medical page of EAP as Primarily instruction and three staff members are reported on the full-time non-medical page of EAP as Instruction combined with research and/or public service, a total of five full-time instructional staff will automatically be carried forward to the page in the Salaries section called, "Part D - Salaries - Full-time instructional staff by contract length/teaching period - Headcount." Institutions must then report additional information (gender, academic rank, etc.) for the five full-time instructional staff in the Salaries section.

The collection of faculty status data in the Salaries section is new this year. The full-time instructional staff reported in EAP and the corresponding full-time instructional staff reported in Salaries MUST match by faculty status; otherwise, a fatal error will occur.

If data are not reported by faculty status in the Salaries section (because the reporting is optional this year), the faculty status cross-section edits for Salaries and EAP will not be implemented.

◆ **Relationship between the EAP and Fall Staff (long and short versions) sections**

The total number of staff reported in EAP MUST be reported in Fall Staff. More specifically, the number of staff by employment status (full time, part time) and primary function/occupational activity for EAP and Fall Staff MUST match. To enhance the error resolution process, the sum of staff by employment status and primary function/occupational activity in EAP will be carried forward to the appropriate Fall Staff pages where the EAP and Fall Staff sums by employment status and primary function/occupational activity will be compared.

Example: If four staff members are reported on the *full-time non-medical page* of EAP as Other professionals (support/service) and two staff members are reported on the *full-time medical school page* of EAP as Other professionals (support/service), a total of six full-time Other professionals (support/service) will automatically be carried forward to the corresponding part (e.g., full-time Other professionals (support/service)) in the Fall Staff section. Institutions must then report additional information (race/ethnicity, gender, etc.) for the six full-time Other professionals in the Fall Staff section.

IMPORTANT NOTES -

- **Staff whose primary responsibility is instruction, research, and/or public service in EAP and Fall Staff:** The same staff whose primary responsibility is instruction, research, and/or public service must be reported in EAP and Fall Staff. In EAP, this group of people is classified into four separate primary functions/occupational activities (Primarily instruction, Instruction combined with research and/or public service, Primarily research, and Primarily public service). In Fall Staff, these staff members are combined and reported in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service."
- **Institutions with M.D. and/or D.O. programs:** If the EAP medical school pages are applicable to an institution, the total number of full-time medical staff plus full-time non-medical staff for each primary function/occupational activity is reported as full-time staff in Fall Staff. The same is true for part-time staff.

Example: If two full-time Clerical/secretarial staff members were reported on the full-time non-medical page of EAP and three full-time Clerical/secretarial staff members were reported on the full-time medical school page of EAP,

a total of five full-time Clerical/secretarial staff will be carried forward to Fall Staff.

Salaries section

Part D (headcount of full-time instructional staff on less-than-9-month, 9/10-month, and 11/12-month contracts/teaching period)

The beginning of the Salaries section includes a page called, "Part D - Salaries - Full-time instructional staff by contract length/teaching period - Headcount," which contains the number of full-time instructional staff by contract length/teaching period, gender, and academic rank. The total number of full-time men, total number of full-time women, and grand total (full-time men and women) is automatically generated based on the sum of full-time instructional staff reported for each applicable contract length/teaching period. The previously mentioned Salaries headcount page also includes the sum of staff reported as "Primarily instruction" and "Instruction combined with research and/or Public service," from the full-time, non-medical school page of EAP. Both the Salaries and EAP totals listed on the Salaries headcount page MUST match; otherwise, a fatal error will occur.

Part D (faculty status of full-time instructional staff on 9/10-month and 11/12-month contracts/teaching period - APPLICABLE TO 4-YEAR DEGREE-GRANTING INSTITUTIONS ONLY UNLESS ONE OR MORE EXCLUSIONS APPLY - REFER TO INSTRUCTIONS FOR THE FOUR EXCLUSIONS)

The collection of faculty status data in the Salaries section is **new** this year. The full-time instructional staff reported in Salaries and the corresponding full-time instructional staff reported in EAP MUST match by faculty status; otherwise, a fatal error will occur. If data are not reported by faculty status in the Salaries section (because the reporting is optional this year), the faculty status cross-section edits for Salaries and EAP will not be implemented.

Part E (salary outlays of full-time instructional staff on 9/10-month and 11/12-month contracts/teaching period)

- If the **number of full-time instructional staff** is reported for any academic rank, the **salary outlay** for the same academic rank must also be reported and vice versa; otherwise, a fatal error will occur requiring data in both cells OR no data in both cells.
- The total **number of full-time men, total number of full-time women, and grand total (full-time men and women)** is automatically generated based on the sum of staff reported for each applicable contract length/teaching period.

- **Average salary** by academic rank is automatically generated as the salary outlay divided by the corresponding number of full-time instructional staff. A new edit that compares this year's average salary by academic rank with last year's average salary for the corresponding rank has been added.
- Based on the academic rank order listed in the survey, the **average salary** for a higher academic rank should be greater than the average salary for a lower academic rank. If the average salary for a lower rank is greater than the average salary for a higher rank by more than 10 percent, the data must be revised or confirmed.
- **Average salary** for any academic rank should be less than or equal to \$162,750; otherwise, an explanation will be required.

Part F (fringe benefits of full-time instructional staff on 9/10-month and 11/12-month contracts/teaching period)

- If the number covered is reported for any fringe benefit **EXCEPT** "Unemployment compensation" and "Worker's compensation," the expenditure for the corresponding fringe benefit must also be reported and vice versa; otherwise, a fatal error will occur. For the "Unemployment compensation" benefit and "Worker's compensation" benefit, an explanation will be required if the number covered for either benefit is greater than zero and the corresponding fringe benefit expenditure is zero.
- If the average expenditure for **social security taxes** is greater than \$8,200 an explanation will be required.
- The **total expenditure** amount is automatically generated for each applicable contract length/teaching period by summing the data reported for each applicable fringe benefit.
- The **average expenditure** by benefit type is automatically generated as the expenditure amount divided by the corresponding number covered. A new edit that compares this year's average expenditure by fringe benefit with last year's average expenditure for the corresponding fringe benefit has been added.
- The number of full-time instructional staff reported in Part F for each benefit **EXCEPT** tuition plan, must be equal to or less than the number of full-time instructional staff reported in Part E.

◆ **Relationship between the Salaries and Fall Staff (long version, which is applicable to degree-granting institutions that have 15 or more full-time staff, and short version, which is applicable to degree-granting institutions that have less than 15 full-time staff) sections**

The number of full-time instructional staff reported in the Salaries section MUST be less than or equal to the number of full-time staff

whose primary responsibility is instruction, research, and/or public service in the Fall Staff section.

Fall staff (long version) (applicable to degree-granting institutions and related administrative offices that have 15 or more full-time staff)

Part G (faculty status of full-time instruction/research/public service staff)

The total number of full-time staff whose primary responsibility is instruction, research, and/or public service by gender and race/ethnicity (row) is automatically generated based on the sum of full-time staff whose primary responsibility is instruction, research, and/or public by academic rank. The total number of full-time men, total number of full-time women, and grand total (full-time men and women) is automatically generated based on the sum of staff reported by race/ethnicity.

Also, refer to the section below called, **Relationships between Fall Staff (long version) parts**, for edits performed between Part G AND other Fall Staff (long version) survey parts.

Part H (headcount of full-time instruction/research/public service staff on less-than-9-month, 9/10-month, and 11/12-month contracts/teaching period)

The beginning of the Fall Staff (long version) section includes a page called, "Part H - Fall Staff - Full-time instruction/research/public service by contract length/teaching period - Headcount," which contains the number of full-time instruction/research/public service staff by contract length/teaching period, gender, and race/ethnicity. The total number of full-time men, total number of full-time women, and grand total (full-time men and women) is automatically generated based on the sum of full-time instruction/research/public service staff reported for each applicable contract length/teaching period. The previously mentioned Fall Staff headcount page also includes the sum of staff reported in EAP as "Primarily instruction," "Instruction combined with research and/or Public service," "Primarily research," and "Primarily Public Service." Both the Fall Staff and EAP totals listed on the Fall Staff headcount page MUST match; otherwise, a fatal error will occur.

Part H (salary class intervals for full-time instruction/research/public service staff on 9/10-month and 11/12-month contracts/teaching period)

The total number of full-time staff whose primary responsibility is instruction, research, and/or public service by gender and race/ethnicity (row) is automatically generated based on the sum of full-time staff whose primary responsibility is instruction, research,

and/or public service by salary class interval. The total number of full-time men, total number of full-time women, and grand total (full-time men and women) is automatically generated based on the sum of staff reported by race/ethnicity.

Also, refer to the section below called, **Relationships between Fall Staff (long version) parts**, for edits performed between Part H AND other Fall Staff (long version) survey parts.

Part I (all other full-time staff)

The total number of other full-time staff by gender and race/ethnicity (row) for each primary function/occupational activity is automatically generated based on the sum of full-time staff by salary class interval. The total number of full-time men, total number of full-time women, and grand total (full-time men and women) is automatically generated based on the sum of staff reported by race/ethnicity.

Also, refer to the section below called, **Relationships between Fall Staff (long version) parts**, for edits performed between Part I AND other Fall Staff (long version) survey parts.

Part J (part-time staff)

The total number of part-time staff by gender and race/ethnicity is automatically generated based on the sum of staff reported by each primary function/occupational activity. The total number of part-time men, total number of part-time women, and grand total (part-time men and women) is automatically generated based on the sum of staff reported by race/ethnicity.

Part K (total number of staff - sum of Parts G/H and I (full-time staff) and Part J (part-time staff))

The **grand total** of staff for Fall Staff (long version) is the sum of all full-time (Parts G/H and I) and part-time (Part J) staff.

Part L (new hires - full-time permanent)

The total number of new hires (full-time permanent) by gender and race/ethnicity (row) is automatically generated based on the sum of staff reported by primary function/occupational activity. The total number of full-time men, total number of full-time women, and grand total (full-time men and women) is automatically generated based on the sum of staff reported by race/ethnicity.

Also, refer to the section below called, **Relationships between Fall Staff (long version) parts**, for edits performed between Part L AND other Fall Staff (long version) survey parts.

◆ **Relationships between Fall Staff (long version) parts**

Part G versus Part H (full-time instruction/research/public service staff)

The total number of full-time staff whose primary function is instruction, research, and/or public service by gender and race/ethnicity reported in Part G MUST match the total number of full-time staff whose primary function is instruction, research, and/or public service by gender and race/ethnicity reported in Part H (headcount); otherwise, a fatal error will occur.

Part H versus Part L (full-time instruction/research/public service staff)

The total number of full-time staff whose primary responsibility is instruction, research, and/or public service by gender and race/ethnicity in Part H MUST be greater than or equal to the number of newly hired full-time permanent staff whose primary responsibility is instruction, research, and/or public service by gender and race/ethnicity in Part L (new hires).

Part I versus Part L (all other full-time staff)

The total number of other full-time staff by primary function/occupational activity, gender, and race/ethnicity in Part I MUST be greater than or equal to the number of newly hired full-time staff in the corresponding primary function/occupational activity by gender and race/ethnicity in Part L (new hires).

Fall staff (short version - applicable to degree-granting institutions and related administrative offices that have less than 15 full-time staff)

Part G (full-time staff)

The **total number of full-time men, total number of full-time women, and grand total (full-time men plus women)** is automatically generated based on the sum of full-time staff reported by primary function/occupational activity, gender, and race/ethnicity.

Part H (part-time staff)

The **total number of part-time men, total number of part-time women, and grand total (part-time men plus women)** is automatically generated based on the sum of part-time staff reported by primary function/occupational activity, gender, and race/ethnicity.

Part I (total number of staff - sum of Part G (full-time staff) and Part H (part-time staff))

The **grand total** of staff for Fall Staff (short version) is the sum of all full-time (Part G) and part-time (Part H) staff.

Fall staff (short version - applicable to nondegree-granting institutions and related administrative offices)

Part D (full-time staff)

The **total number of full-time men, total number of full-time women, and grand total (full-time men plus women)** is automatically generated based on the sum of full-time staff reported by primary function/occupational activity, gender, and race/ethnicity.

Part E (part-time staff)

The **total number of part-time men, total number of part-time women, and grand total (part-time men plus women)** is automatically generated based on the sum of part-time staff reported by primary function/occupational activity, gender, and race/ethnicity.

Part F (total number of staff - sum of Part D (full-time staff) and Part E (part-time staff))

The **grand total** of staff for Fall Staff (short version) is the sum of all full-time (Part D) and part-time (Part E) staff.